TUTORIAL

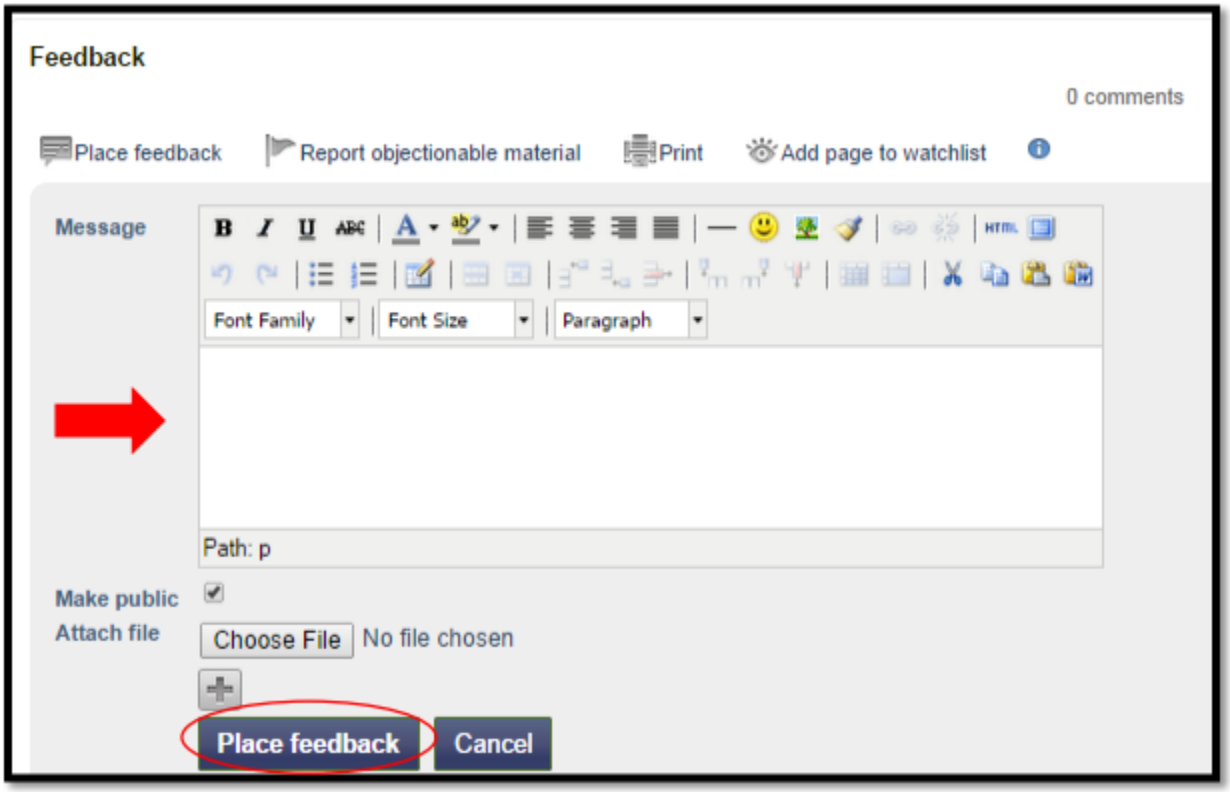
FEEDBACK

This tutorial will show you how to place and receive feedback.

http://www.help.pace.edu **PLV:** 914 773 3338 **NYC:** 212 346 1583

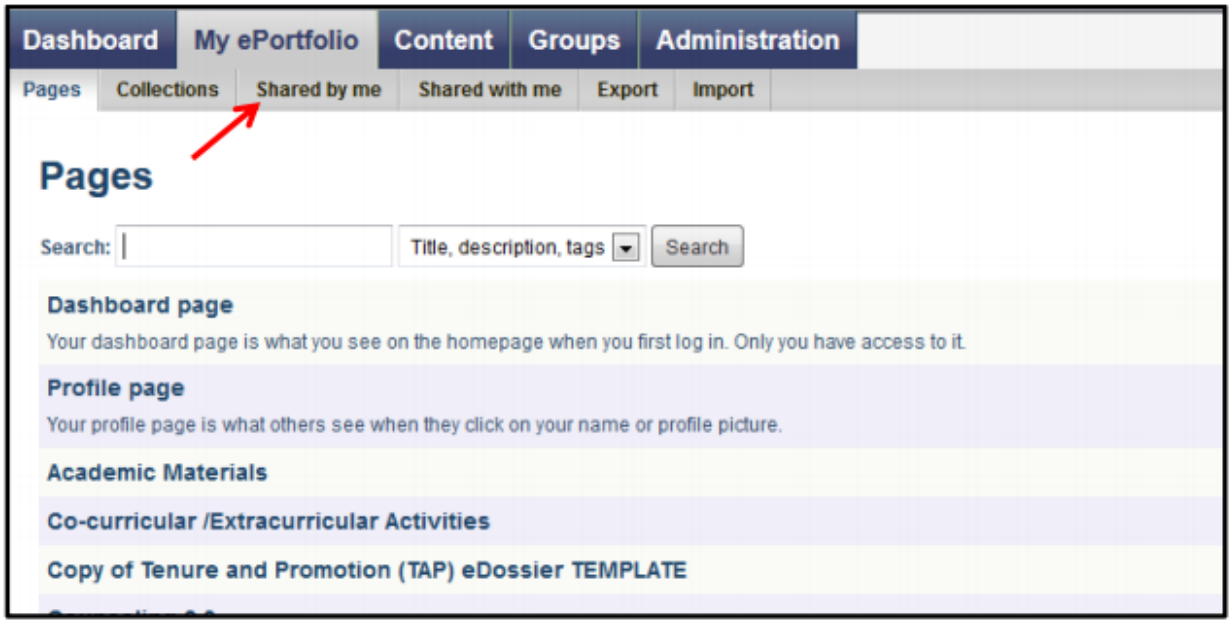
1. Go to the page where you wish to place feedback and scroll to the bottom. Click the **Place Feedback** button.

2. A text box will appear where you can type your comments. Click the **Place Feedback** button underneath the text box to place your comment.

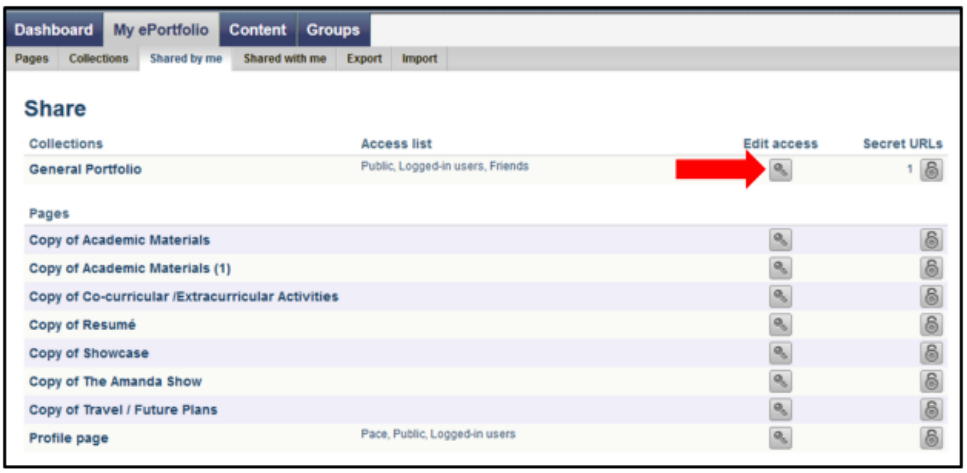


3. To receive feedback, make sure your pages are set to allow comments. To check, go to **My ePortfolio**.

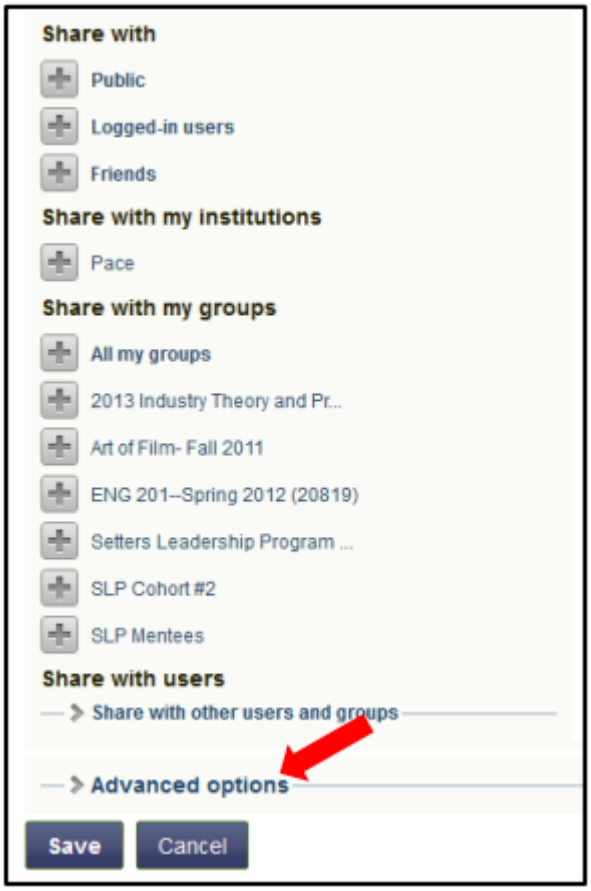
4. Then click **Shared by me**.



5. Click the **Edit Access** button next to the page where you wish to receive feedback.

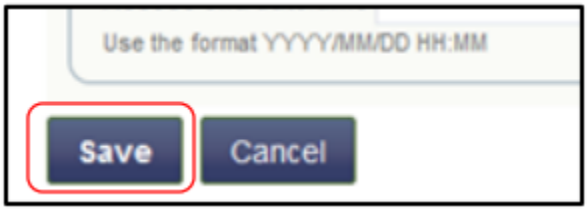


6. Click **Advanced Options**.



7. Check **Allow Comments**.

8. Click **Save.**



My Notes: